

## DISASTER CATERING SERVICES

**GENERAL:** The Orange County is accepting proposals from vendors to provide catering services. Proposals will be accepted until **Wednesday July 24, 2024 at 2:00 p.m.**

1. The Orange County's Emergency Preparedness Plan for the upcoming hurricane season includes securing catering services for employees and first responders required to stay in the Orange County in the aftermath of a disaster.
2. Vendors must be able to provide catering services within twenty-four (24) hours after a disaster occurs and remain until released by Orange County officials. Refer to the technical specifications section for additional information. Complete the attached bid sheet and return it to the Orange County Purchasing Department.
3. **INSURANCE REQUIREMENTS:** The successful proposal shall furnish the Orange County a certificate of insurance with limits acceptable to the Orange County manager and Orange County attorney.
  - a. The certificate of insurance or a copy of insurance policies, shall be furnished to the Orange County within ten (10) days after the award of bid.
  - b. The Orange County shall be named as additional insured on all policies. Should any insurance required by this contract lapse, the Contractor shall immediately cease all operations as of the time and date of such lapse and shall not resume any operations until authorized in writing by the Orange County. If the lapse period extends fifteen (15) days, the contract shall automatically terminate, and the contractor shall be in breach of this contract.
4. **INDEMNITY:** The Contractor agrees to indemnify and save harmless the Orange County and its officers, agents, and employees from any and all claims, causes or action, and damages of every kind, for injury to or death of any person and damages to property arising out or in connection with the work done by the Contractor under this contract, including acts of omissions of the Orange County or its officers, agents, or employees in connection with said Contract.
5. If any further information is needed concerning this bid, please contact:

Michelle Carroll, Purchasing Agent

714 Polk Street  
Orange, Texas 77630  
(409) 882-7903

Email : mcarroll@co.orange.tx.us

## **DISASTER CATERING SERVICES TECHNICAL SPECIFICATIONS**

1. The Orange County is requesting proposals from vendors to provide catering services for Orange County employees and approved support personnel in the event of a man made or natural disaster.
2. This contract will be in effect for the remainder of 2024, 2025 and 2026 and will only be activated should a disaster occur.
3. Requested services include the following:
  - a. Four (4) meals per day for up to 300 people per day. (This is dependent on the size and complexity of the disaster/event, and could change.)
  - b. Hours of service: 06:00hrs until 20:00hrs. Refreshments and light snacks shall be available throughout the day and nighttime hours.
  - c. Contractor shall provide plates, napkins, and eating utensils for food service.
  - d. The contractor shall provide a variety of foods for each meal. Meals to include:

Continental / Full Breakfast  
Lunch – Include box lunches  
Dinner – Variety shall be provided  
Night Shift Meal – box lunches.

Vendors shall provide a minimum of three (3) menus for each category listed above.

4. The Orange County plans to provide tables and chairs, electrical power, water, and sewer. These services are contingent upon availability; therefore, the Contractor shall have the ability to provide electrical power, cooking fuel, and water.
5. The Contractor shall provide the Orange County with the number of staff that will be required to prepare meals. The Orange County will attempt to provide housing and comfort stations for this staff if needed.

**DISASTER CATERING SERVICES  
PROPOSAL SHEET**

Proposal Data:

Meal	Cost
Continental Breakfast	\$
Full Breakfast	\$
Lunch	\$
Box Lunch	\$
Dinner	\$
Night Shift Meal (box lunch)	\$

**\*\* Provide available menus for each category**

Number of staff personnel to prepare meals: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Authorized Contractor Signature

\_\_\_\_\_  
Orange County State      Zip Code

\_\_\_\_\_  
Authorized Contractor Printed Name

\_\_\_\_\_  
Business Telephone Number (24 hour)

\_\_\_\_\_  
Authorized Contractor Title

\_\_\_\_\_  
E-Mail

Please return all three pages of this request for proposal by email to

by the due date of Wednesday July 24, 2024 at 2:00 p.m.